

RICOH HotSpot
Mobile Printing
Solution



RICOH HotSpot MFP/Printer
User Reference Guide

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RICOH HotSpot MFP/Printer User Reference Guide

The RICOH HotSpot Mobile Printing Solution enables users to seamlessly print to any HotSpot enabled MFP/Printer without the need for a device-specific driver, special software, or network access. Additionally, only the user who submits the file(s) has access to the prints when secure release is enabled.

There are four easy ways to print from any internet or Wi-Fi enabled mobile device or computer.

Click on the bookmark to navigate to the specific area in this document.



Mobile App

Download the free RICOH HotSpot Mobile Printing App to your mobile device, and pinpoint the closest MFP/Printer to submit a print job.



Email

Forward an email and/or attachment to the assigned HotSpot MFP/Printer's email address.



Web Upload

Visit your HotSpot Web Portal, choose a printer, and upload a document to submit for printing.



Windows Driver

Print from any Windows-based computer to a remote MFP/Printer using the [File] > [Print] command.



Mobile App Printing Instructions

The RICOH HotSpot Printing application enables authorized users including employees, students, staff, etc. to send print jobs to a remote printer in many locations including: hotel business centers, airline lounges, cafés, dormitories, libraries, any many more.

Note:

- Secure mobile printing direct from your mobile device, such as iPad®, iPhone®, iPod touch®, BlackBerry® smartphone, BlackBerry® PlayBook™, and Android™ devices.
- Configure campus, corporate or enterprise printers.
- Save printer locations as favorites.
- Set default printer for regular use.
- Configure print job details including number of copies and paper size.
- Receive a secure print release code with every job to use on location to receive prints.
- Locate printers nearby using GPS.
- Access to [PrinterOn PrintSpots® Global Directory](#) of available public printers.



Important:

- Internet connection or mobile data connectivity is required.
- Integrated GPS (location services) is required for geographical search of remote print devices.
- Apple product screens are used to illustrate this section; Apple and Android variations are noted, where applicable.

STEP 1

Enter "HotSpot Printing" or "RICOH HotSpot" into search field, and follow the instructions to download and install the free HotSpot Printing App to your device.

The RICOH HotSpot Printing App is available for the following mobile devices.

- iOS Users - Apple iPad®, iPhone®, iPod touch®: [Download via App Store - iTunes - Apple](#)
- Android™ users: [Download via Google Play](#)
- BlackBerry Smartphone or Playbook: [Download via BlackBerry World](#)

Not all devices will be compatible with the HotSpot Printing App. Please check the respective store for device requirements.

Note: When you first launch the Ricoh HotSpot App, you may be asked to allow the application to have access to the internet, your local files and/or location. These permissions must be allowed in order for the HotSpot Printing App to function properly. Tab **[OK]** or **[Yes]**



Mobile App Printing Instructions

STEP 2

Locating and setting up a printer.

1. On your mobile device, press the Ricoh HotSpot icon to open.
2. When opening the HotSpot Printing App for the first time, you will need to locate your printer in the global directory.


To locate your printer, choose one of the options below.

- A.** Press the area labeled “No Printer Selected”
- B.** Press the QR code symbol and scan the printers QR code label (if available)


Option A – RICOH HotSpot Locations

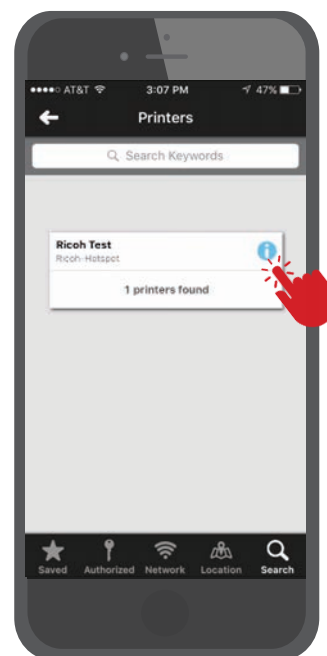
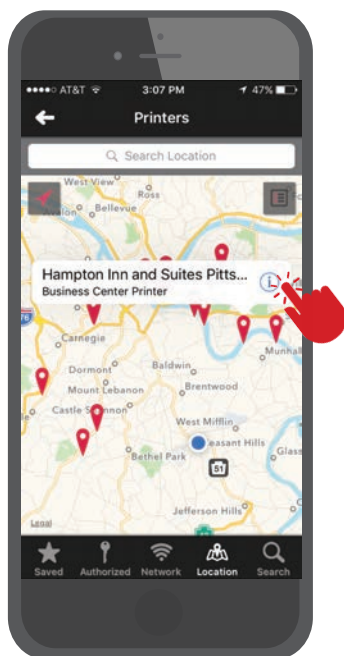
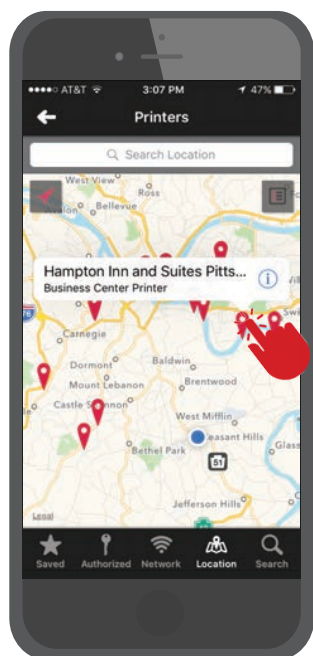
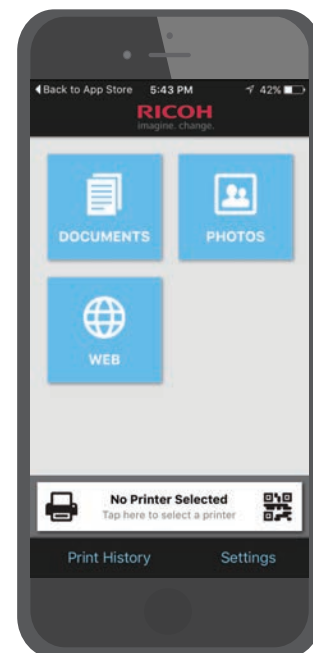
After you select “No Printer Selected” from the home screen, select **Location** or **Search** at the bottom of your screen to locate a Public Hosted HotSpot.

Locations

The Locations result will show the nearest HotSpot Printers. To select a printer, press the Red Touch Pin and then press the  for information.

Search

For the Search option, you must enter the printers unique name, normally found on the label affixed to the device. Select your printer and press the  for information.

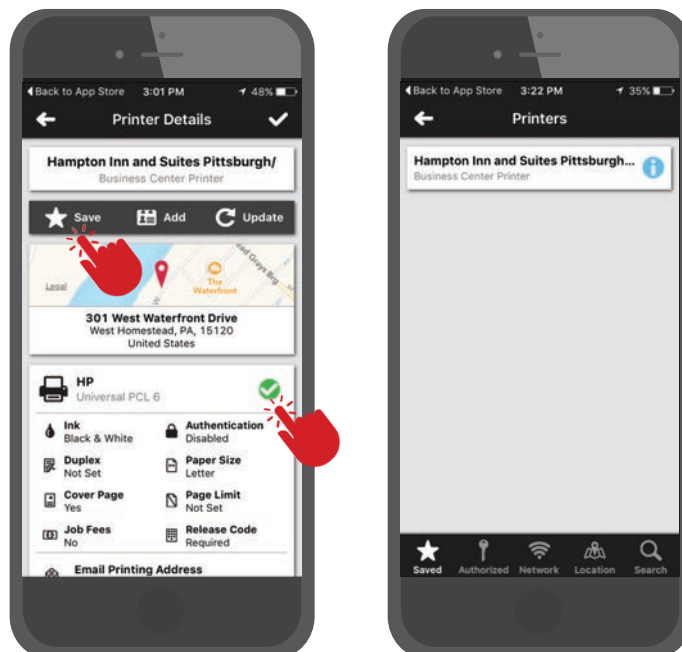




Mobile App Printing Instructions

The printer details will now display. If this is the correct printer, press the green check mark to save your settings and to go to the next screen.

You will now have a default printer.



Option B – QR Codes

If the printer has a location QR code label, press the QR icon next to printer name and scan the QR code.

Notice the QR code Orientation. When the QR code is read, you will be taken to the printer details tab.



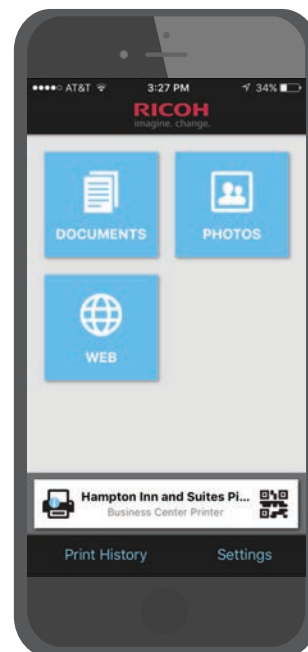


Mobile App Printing Instructions

STEP 3

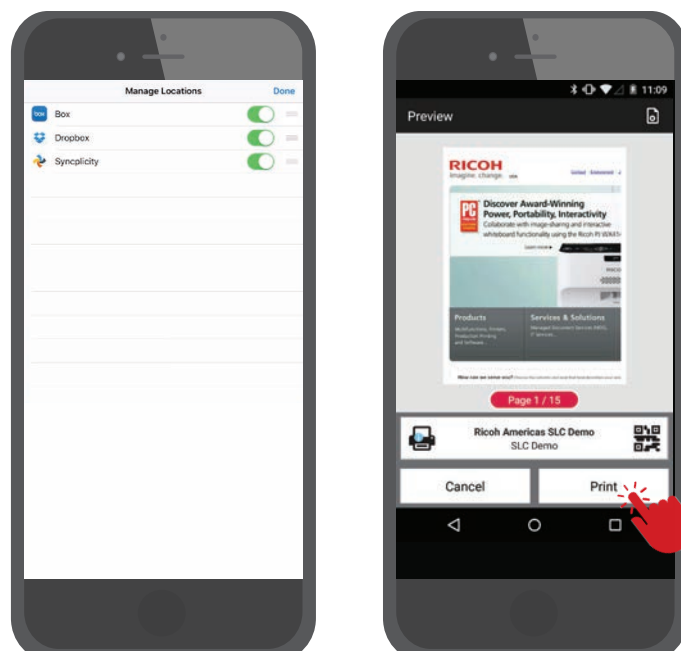
Printing with the RICOH HotSpot Mobile APP

You can access your cloud storage locations or local storage to print Documents, access Photos, or navigate to a HTTP Web location.



Documents

Press Documents from the home screen. Navigate to and open your document, select options if desired and then press "Print".

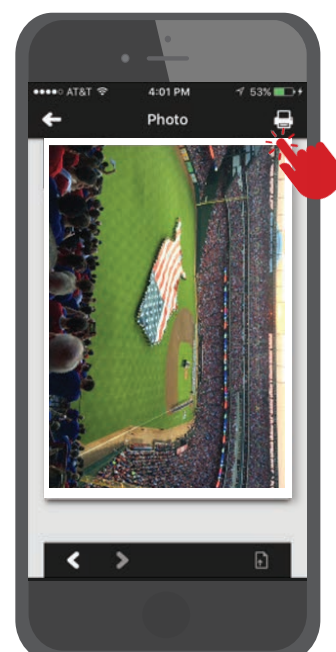
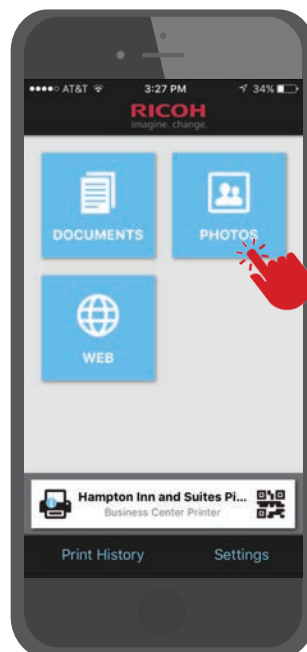




Mobile App Printing Instructions

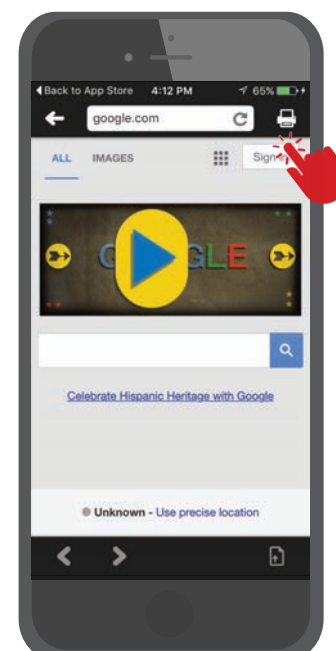
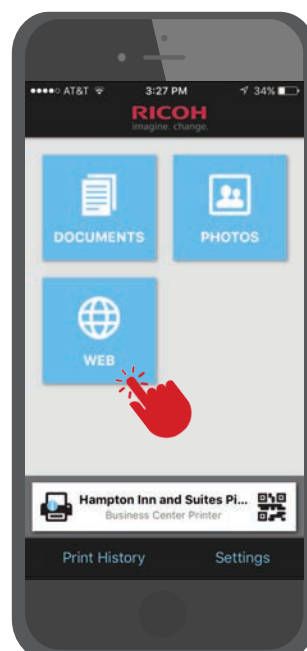
Photos

Press Photos from the home screen. Navigate to and open your Photo. Press the “printer icon” in the upper right of your screen to print your Photo.



Web Printing

Press Web from the home screen. Navigate to your HTTP: web page and press the “printer icon”.





Mobile App Printing Instructions

Print Processing

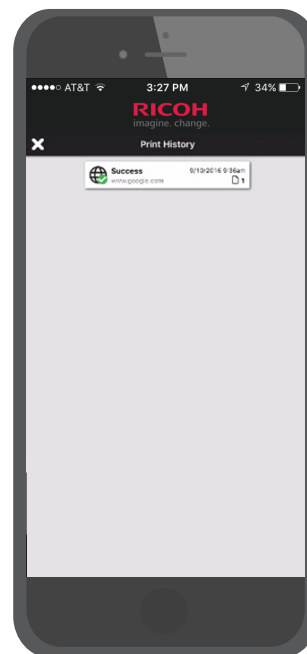
You can see the job status after pressing the print button. To remove these from the screen simply press the blue and green stripes.

Release Print Job from Device Control Panel

Now you can print your document. Using the device control panel, enter print release code to print your document. You can also use [Remote Release](#) from the HotSpot App or HotSpot Portal by accessing the Print History detailed below.

Print History

Access jobs via Print History to select and review previous print jobs. Users with the [Remote Release](#) option can also view the release codes if needed to print.



Remote Release enables users to release print jobs on any device, using the HotSpot Mobile App or a convenient job release web page, providing a fluid mobile print workflow. Remote Release increases the variety of release options by supporting select printer models which do not permit the input of release codes at the device, such as printers with 4-line LDC displays.



Email Printing Instructions

1. Open your email application, e.g. Gmail, Yahoo, Outlook etc.
2. Compose a message, with or without attachments (or forward an existing email).
3. Enter HotSpot Printer/MFP's email address.

Example: **abccompany@printspots.com**
ricohxxxxxx@printspots.com

Note: [xxxxxx] represents the unique 6-digit code located on a label affixed to (or with) the HotSpot enabled MFP/Printer.

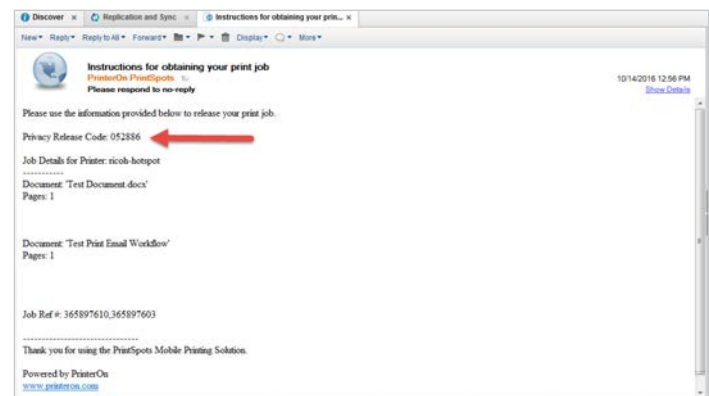
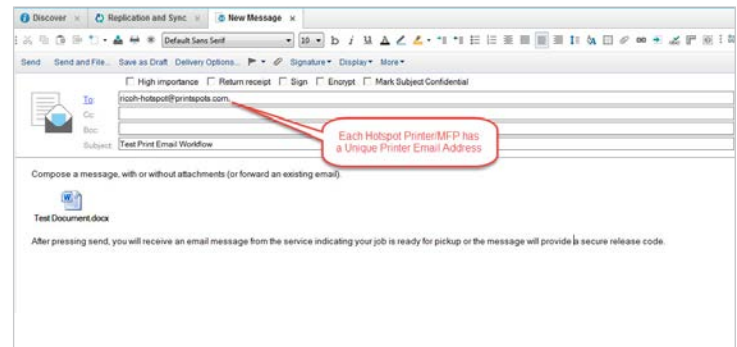
4. Click **[Send]**

Note: You will receive a confirmation email notifying you that the job has been processed, along with instructions on how to obtain your print job. A Job Reference Number and Release Code will be included in the email.

The Job Reference number is not a Release Code.

5. At the HotSpot MFP/Printer, follow the prompts on LCD panel (or label affixed to the device) to enter your Release Code and print the job.

Note: Some printers may only support [Remote Release](#). Please refer to page 9 for additional information on Remote Release.





Web Upload Printing Instructions

1. Open your web browser on your mobile device or laptop.

2. Go to your HotSpot portal.

Example: www.printeron.net/company/xxxxxx

Note: The URL must be typed in lower case.

[xxxxxx] represents the unique 6-digit code located on a label affixed to (or with) the HotSpot enabled MFP/Printer. This may also be customer brand and printer name.

You may also search the [PrinterOn PrintSpots® Global Directory](#) for a printing location.

3. Enter your email address if prompted.

4. Upload your local file or enter the URL address.
<http://xxx@xxx.com>

5. Select the printer icon or arrow for the next screen.

Note: For information on a listed print device, click the associated Details link within the Printer box.

Click [X] to close the window.

RICOH Print to the Ricoh Hotspot Printer

Print using this webpage
or
Send print jobs via email to:
ricohxxxxx@printspots.com

4135 Mendenhall Oaks Pkwy
High Point, NC 27265
UNITED STATES
Printer Available 24/7

Printer	User Info	Select Document
<ul style="list-style-type: none">Ricoh Hotspot Color Laser <p>Details</p> <p>Description, location and pricing of printers.</p>	<p>3 Email address: <input type="text"/></p> <p>You will be provided with a release code to obtain your document from this printer. This code will be sent to your email address specified above.</p>	<p>4 File or URL: <input type="text"/> Browse...</p> <p>Browse your computer files to select the document you wish to print.</p> <p>You may also enter the URL of a web page you want printed.</p>

[Download the PrintWhere Driver](#)

[What types of files can I print?](#)

? [X] 5

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Printer Details for Ricoh Americas 202430

Printer Address and Location	
Location:	ricoh/cr-template
Address:	4135 Mendenhall Oaks Pkwy High Point, NC 27265 United States

Printer Usage Information	
Printer Name:	ricoh202430
URL:	http://www.printeron.net/ricoh/202430
Email Address:	ricoh202430@printspots.com or 520556006@printspots.com
Printer Number:	300-520-556-006

Additional Printer Information	
Job pickup:	Release code Required
Description:	https://www.printeron.net/release/300520556006

Printer Features	
Model:	Alicia MPC4503
Color/B&W:	Color
Duplexing:	Default to Double Sided
Cover Page:	Optional

Printer Access	
Status:	Online
Usage:	Anyone may use this printer
Network:	Accessible on Internet




Web Upload Printing Instructions

6. If enabled by the administrator, enter printing options such as Page Orientation, Color, Duplex, Number of copies and page range, if necessary or go to step 7.

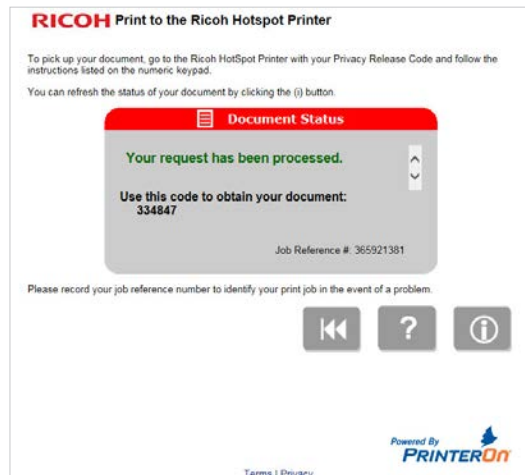
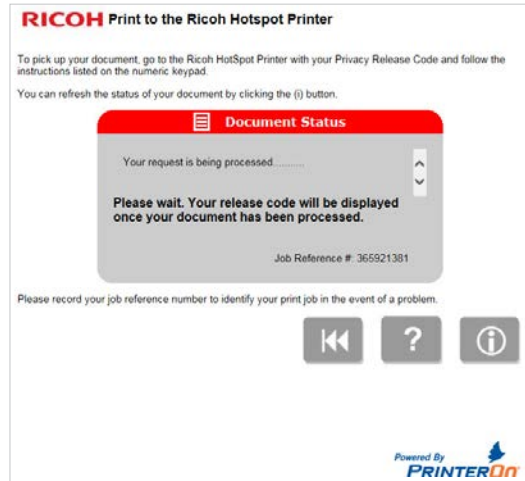
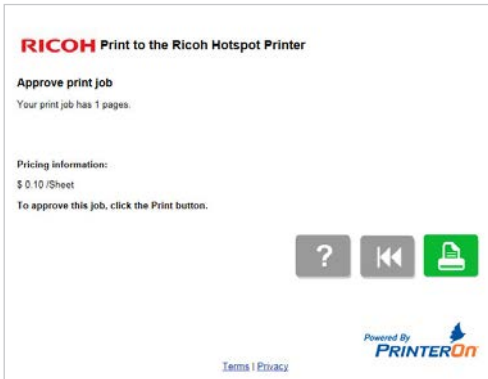
Note: The default is to print one copy of all pages.

7. Click  to print.


Important:

If an Approve print job screen appears, confirm that the information, e.g., number of pages and total cost is correct and then click .

To exit without processing job or .



Note: After each submission, your job will print out automatically or you will be provided a Unique Secure Release Code. Please retain the unique code to Release each Document at the Printer.

8. When finished, click  to submit another print job or close the browser to log out.
9. To retrieve your print job from the output tray, follow the instructions at the device or use the Remote Release feature if enabled at the MFP/Printer.



Windows Driver Printing Instructions

PrintWhere®

With the PrintWhere® universal print driver, users can easily and securely print from your Windows based desktop or laptop computer to local network printers.

Note: Access to printers is dependent on configuration settings established by the administrator of the RICOH HotSpot Mobile Printing Service.

STEP 1

Download and Install the PrintWhere® Driver

If this step has been completed, go to Step 2.

1. Open your browser, and enter www.printeron.com

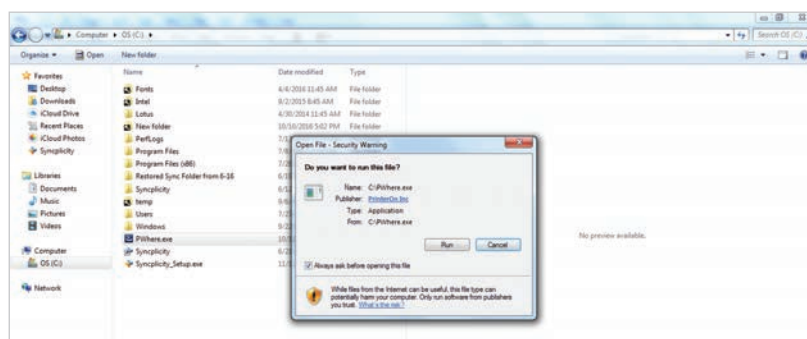
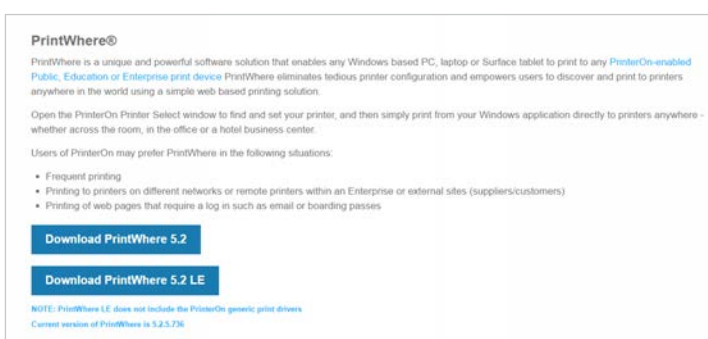
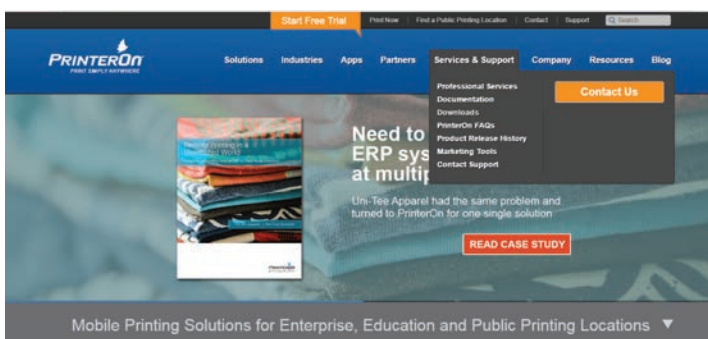
2. Click the Services and Support tab and select Downloads from the drop-down menu.

3. Click **[Download PrintWhere 5.2]**

4. Click **[Save AS]**

5. Save PWhere Application to a desired folder.

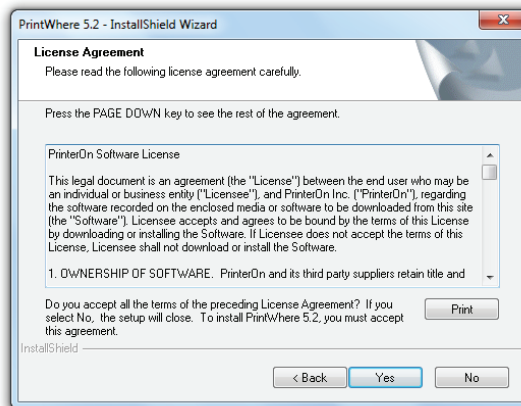
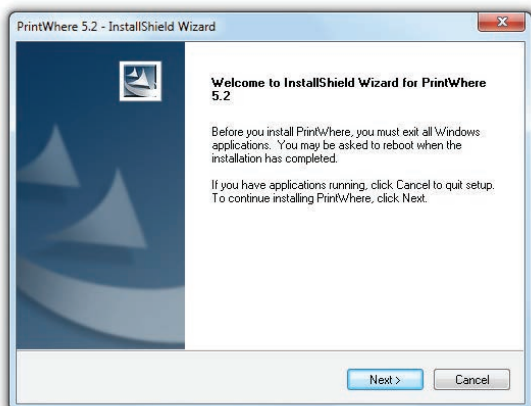
6. Click **[Open Folder]** and double click the PWhere.exe application. Select Run.





Windows Driver Printing Instructions

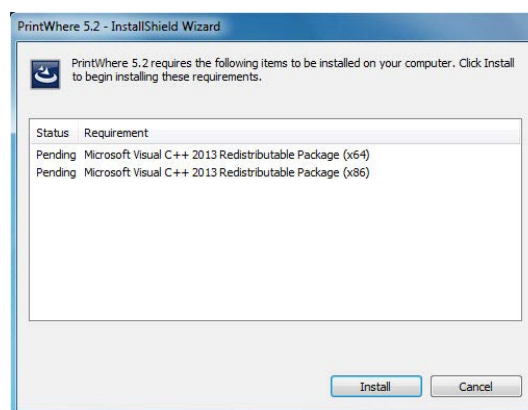
7. Click **[Next]** to continue and **[Yes]** to accept the License agreement.



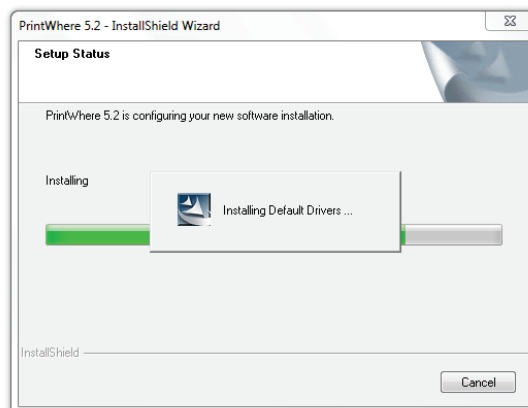
Installing the Application

8. PrintWhere will detect if all Microsoft Applications are needed.

Click **[Install]** to continue.



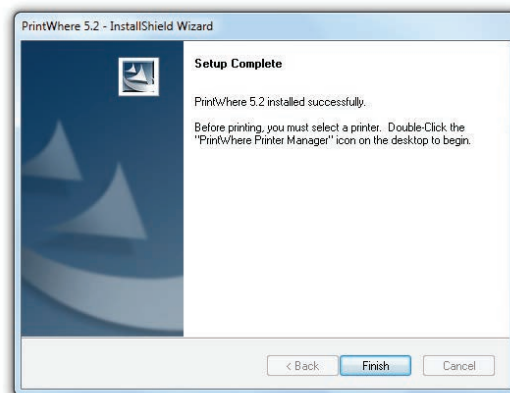
9. Press next or continue through remaining screens.



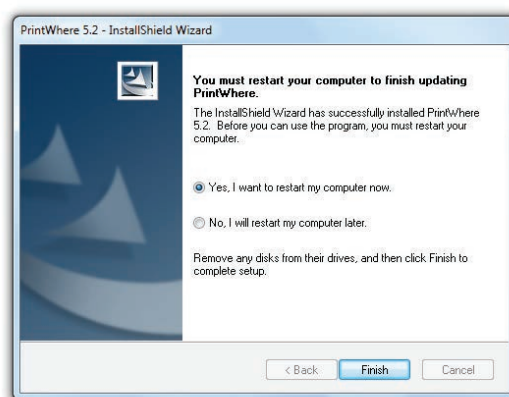


Windows Driver Printing Instructions

10. When installation is complete, click **[Finish]**



11. Select **[Yes]** and click **[Finish]** again to restart computer.

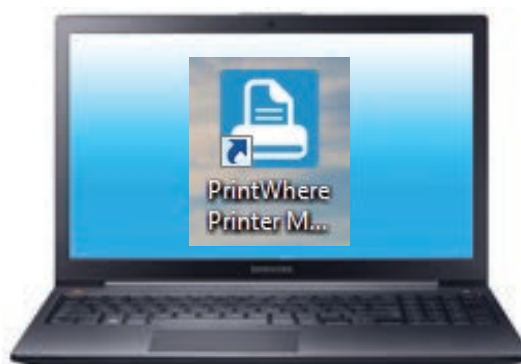


STEP 2

Printer Search

If this step has been completed, go to Step 2

1. Double Click the PrintWhere® Printer Manager icon on your desktop.



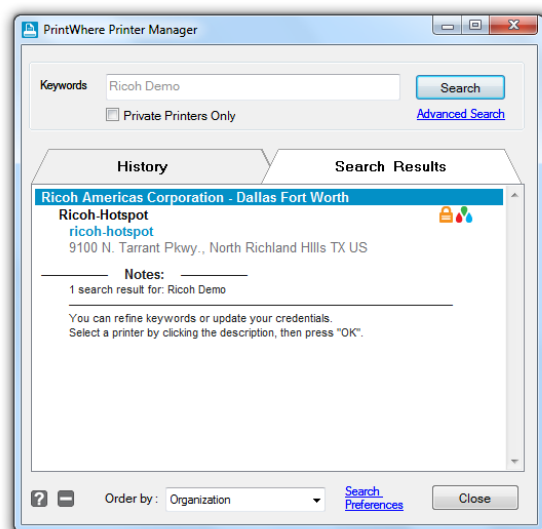


Windows Driver Printing Instructions

2. Enter **Keyword(s)** and click **[Search]**.

Note:

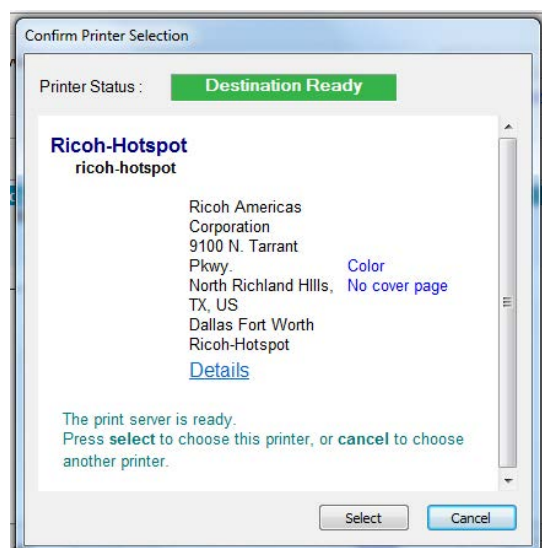
- **Keywords** include, e.g., company, city, state or name of the printer. Note that access restrictions may prevent you from finding certain printers.
- The **History** tab will display all printers used by PrintWhere® in order of most recent use.
- The **Search Results** tab displays the results of a search query.



Once you have found a printer you would like to use, click on the printer description, and then click **[OK]**.

Once the printer's Ready status has been confirmed, click **[Select]** and PrintWhere® will update your current default printer selection and add it to the top of your History list. This printer will be used by default the next time you print from your applications.

Note: Choosing a printer automatically sets PrintWhere® as the default driver.





Windows Driver Printing Instructions

Advanced Search

You can use filters to restrict the types of printers that appear in your keyword searches. To do so, proceed as follows:

1. Double Click the PrintWhere® Printer Manager icon on your desktop.
2. Click **[Advanced Search]** under the Search button.
3. Click **[Category]** and select All, Public, Organization, Home, in the drop-down to limit the type of printers to include in a search request.

Note: For more inclusive results, set the Category to All and enter your company/campus name in the Organization field in the right column.

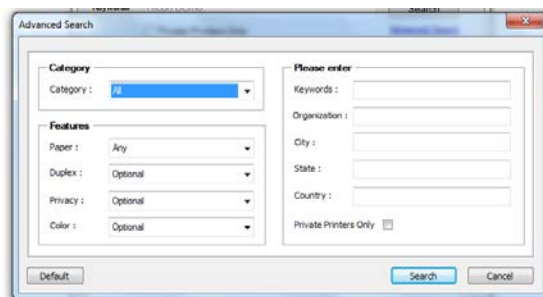
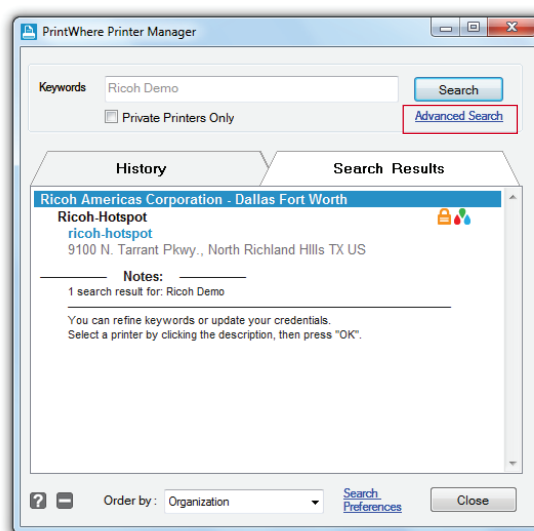
4. Click **[Features]** to select THE desired printer capabilities from the drop-down menus.

Paper: Choose Any to display all paper sizes, or restrict your list to printers that support a specific paper size.

Duplex: Duplex means to print on both sides of the paper, which reduces printing costs and makes the document suitable for binding. When you select Duplex, your job is formatted to print every other page of the document first.

Privacy: This setting refers to whether documents print automatically, or whether a pass-code must first be provided to privately and securely release the document to the printer. Choose Optional (no filtering), or choose to search for either only those printers that require a pass-code or those that print automatically.

Color: Choose Optional (no filtering), or choose to restrict your printer list based on one of the color/technology filters. Note that printer owners may choose to restrict use of color in their printers, and may flag their printers as Black and White.





Windows Driver Printing Instructions

5. Enter Search Criteria that will be used to filter search results based on the supplied information.

Keywords: Enter one or more descriptive words to assist in identifying and filtering your search results.

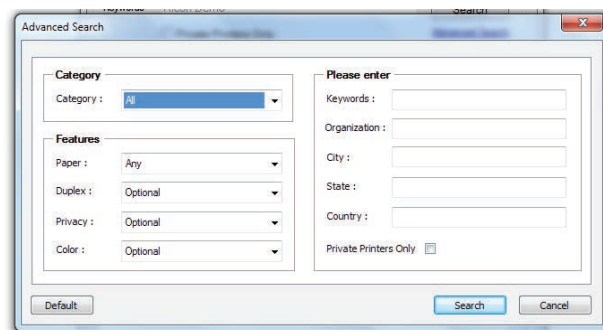
Organization: Search for printers filtered by a company, organization or campus name, as configured in the PrinterOn Directory.

City: Search for printers filtered by the city name supplied.

State: Search for printers filtered by the state or province supplied.

Country: Search for printers filtered by the country supplied.

Private Printers Only: Filter search results to include only Access Control List-enabled devices, using the account information supplied in the Preferences dialog (shown above). To see private printers, and submit print requests, your email address must be registered in the ACL. Public print locations will not be included in search results. Also see Account Settings.



Note: These filters are also applied to your printer History list.

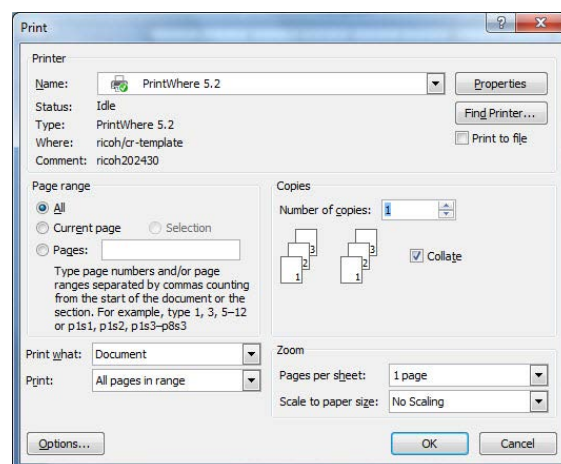
After search parameters are set, click **[Search]**

STEP 3

Printing a Document

1. Open a Microsoft Office application, e.g., Word.
2. Open document you wish to print.
3. Click **[File] > [Print]** and ensure the PrintWhere® Driver Printer 5.2 is selected.
4. To select a printer, click **[Printer Properties]** screen, and then click **[OK]**.

Note: To search for available printers, see Search Criteria instructions above.

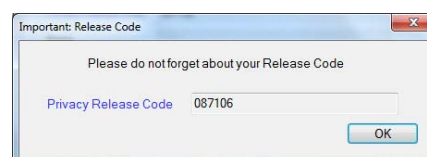
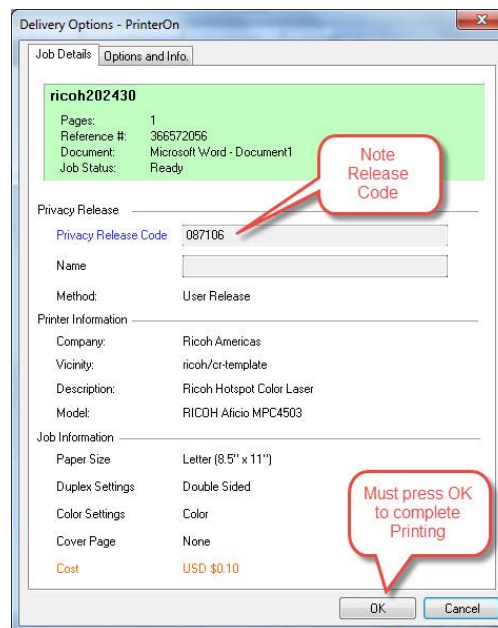
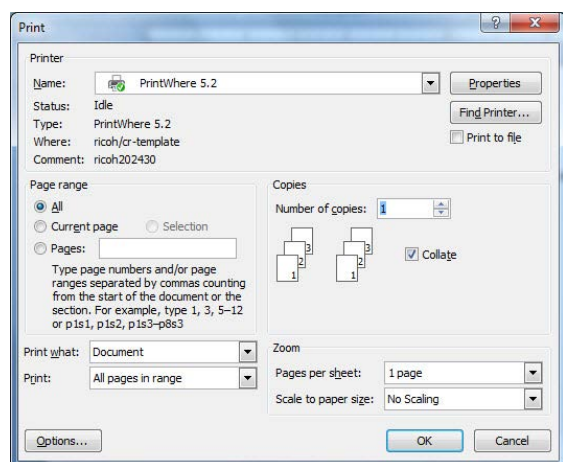




Windows Driver Printing Instructions

5. Click **[Print]**

Important: Note your privacy Release Code and you must press OK to complete the print process.

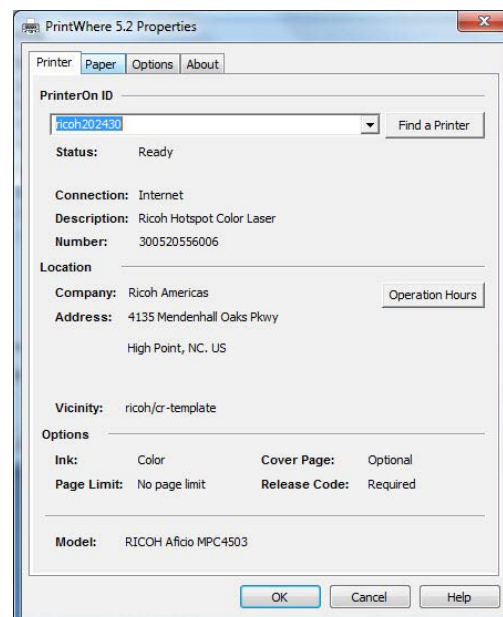


Printer Preferences

The Preferences screen provides you with control over the printer's options and features. It can be accessed by Right Clicking the PWhere Printer 5.2 printer and selecting Printer Preferences.

Click **[Find a Printer]** to do another search

*Note your privacy Release Code



Search Glossary

Section	Setting	Description
1	Search Using	<p>You can limit search results to only printers within your organization. The information you supply in PrintWhere is compared to information configured by the HotSpot administrator.</p> <p>Organization: Name of your company, as provided in Printer Listings.</p> <p>Address: Any part of address information (state, city, street, zip code, etc.) provided in Printer Listings.</p> <p>Category: Indicates the type of PrinterOn printer to filter. Options include: All, Public, Organization and Home. Organization printers include PrinterOn Business or PrinterOn Enterprise printers.</p>
2	System Settings	<p>The history tab (shown at top of page) displays the printers you have used with PrintWhere - in order of use. You can clear this list of all printers, except the first entry.</p> <p>Click [Clear History] on the Confirmation dialog - Click [OK] on the Preferences window - Click [OK]</p> <p>Note: If the Minimize to System checkbox is deselected, the Choose A Printer icon will be removed from the system tray.</p>
3	Search Preferences	<p>This feature allows search requests to go through PrinterOn's Global Printer Directory. By using this search feature, the server administrator can dictate whether or not users can search for all classes of devices in all locations or if they are limited to only searching for devices in your enterprise environment.</p>
4	Account Settings	<p>If an Access Control List (ACL) is being used by the HotSpot Administrator, only user email addresses listed can see private printers, and submit print requests. See Private Printers Only.</p> <p>Note: To determine if you have a valid account with PrinterOn, check the Validate PrinterOn account checkbox, and then click [OK]. If screen reads, "Unable to validate your PrinterOn Account..." please try again. If validation fails, contact your HotSpot administrator for assistance.</p>

Glossary

Term	Description
HotSpot	A mobile printing solution that enables you to seamlessly print – via email, web upload, mobile app or Windows driver - to any HotSpot-enabled printer/MFP
PrinterOn	Ricoh's Alliance Partner that provides access to the Global Printer Directory, thus enables the RICOH HotSpot Mobile Printing Solution to provide services to users.
PrintWhere Driver	Universal print driver for laptop users wishing to print to a remote device.
Release Code	Also called Privacy Release Code, is a 4 -10 digit code generated by the PrinterOn Server and communicated to the user. This code must be entered on the HotSpot keypad to release the print job.
Remote Release	Remote Release enables users to release print jobs on any device, using the HotSpot Mobile App or a convenient job release web page, providing a fluid mobile print workflow. Remote Release increases the variety of release options by supporting select printer models which do not permit the input of release codes at the device, such as printers with 4-line LDC displays.

Acronym	Description	Acronym	Description
App	Application	MFP	Multi-functional Peripheral/Product
GPS	Global Position System	URL	Uniform Resource Locator
IT	Information Technology	USB	Universal Serial Bus



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